

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, August 19, 2014 at 10:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik; Duchac; Frohling; Greshay; and Schmidt.

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; Angela Zilliox, Human Resources Specialist; James Mielke, Dodge County Administrator; Scott Smith, Chief Deputy.

Meeting called to order by Marsik at 10:00 a.m.

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Frohling to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Greshay. Motion carried.

Marsik asked if anyone present had any public comments. None.

Motion by Duchac to approve the minutes of the August 5, 2014 regular and closed session meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay to approve the minutes. Motion carried.

Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members. Mielke indicated that a Kronos demonstration would be presented at the November County Board meeting.

The Committee discussed the information regarding a Nepotism/Fraternization policy, which was presented to them at the last meeting by Janice Bobholz, County Board Supervisor. A lengthy discussion was held including whether there is a need for the County to have such a policy, and if the County adopted such a policy how would the County enforce that policy. The Committee also discussed performance reviews and pay for performance. The Committee expressed their concerns that a Supervisor could be writing the review for a subordinate who is a relative or with whom they are in a relationship. Rains indicated that he reviews all performance evaluations, and will address the issue with Department Heads and Supervisors if he finds something he feels is inconsistent or needs further clarification. Rains also read from the ethics policy, "No County employee shall use his/her office or position for personal financial gain or financial gain of his/her family". He stated that he would review the Performance Evaluations guidelines and determine if changes are needed to that document. The Committee held further discussion. After much debate, it was the consensus of the Committee not to enact a policy. The Committee directed Rains to review the performance evaluation guidelines to ensure that a statement is added to the document with regard to this matter.

The Committee reviewed the one Personnel Requisition before the Committee. Mielke recommended approval of the Personnel Requisition.

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Motion by Duchac to approve the Personnel Requisition as presented. Second by Schmidt. Motion carried.

One (1) Maintenance Mechanic Lead – F.T., Physical Facilities Department

Leave of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: None. NEW HIRE: Amy E. Booher, Human Services Supervisor-Child & Adolescent Services, Human Services & Health Department at \$29.02, Pay Grade DC10, Step ST02 effective 07-28-14; Kimberly A. Kunz, Psychiatric Therapist II – MI, Human Services & Health Department at \$27.79, Pay Grade DC09, Step ST03 effective 08-20-14. RE-HIRE: None. LIMITED TERM/SEASONAL: Richard Vande Zande, Custodian II – LTE, Physical Facilities Department at \$12.81, Pay Grade DC02, Step ST01 effective 08-11-14. RECLASSIFICATION: Brenda R. Goldade, Child Support Lead Worker, Child Support Department at \$22.44, Pay Grade DC07, Step ST01 effective 07-28-14; Sheila K. Drays, Division Manager-Community Support Services, Human Services & Health Department at \$36.87, Pay Grade DC14, Step ST01 effective 08-11-14; Lisa M. Narr, Home & Financial Advisor II, Human Services & Health Department at \$16.66, Pay Grade DC04, Step ST01 effective 09-17-14. STEP INCREASE: Shellie S. Schroeder, Deputy Clerk of Courts, Clerk of Courts Department at \$17.14, Pay Grade DC04, Step ST02 effective 09-30-14; Robyn L. Warzala, Deputy Clerk of Courts, Clerk of Courts Department at \$17.14, Pay Grade DC04, Step ST02 effective 10-05-14; Sarah A. Eske, Human Resources Analyst, Human Resources Department at \$29.02, Pay Grade DC10, Step ST02 effective 08-14-14; Joseph E. Rains, Human Resources Director, Human Resources Department at \$45.38, Pay Grade DC15, ST05 effective 08-24-14; Katherine K. Brady, Economic Support Specialist II – Bi-lingual, Human Services & Health Department at \$19.17, Pay Grade DC05, Step ST02 effective 10-01-14; Lynn R. Lothen, Aging & Disability Resource Specialist III, Human Services & Health Department at \$27.88, Pay Grade DC07, Step S10A effective 09-28-14; Ashley R. Schabel, Economic Support Specialist I, Human Services & Health Department at \$17.14, Pay Grade DC04, Step ST02 effective 09-24-14; Jennifer L. Smith, Senior Social Worker, Human Services & Health Department at \$28.88, Pay Grade DC08, Step S08A effective 09-19-14; Carol A. Leissring, Typist III, Medical Examiner Department at \$16.84, Pay Grade DC03, Step ST06 effective 09-20-14; Russell L. Freber, Director Physical Facilities, Physical Facilities Department at \$37.93, Pay Grade DC14, Step ST02 effective 08-23-14; Erica L. Lemke, Communications Officer, Sheriff's Department – Comm Division at \$24.94, Pay Grade DC05, S13A effective 07-28-14; Kendelle L. Bowe, Correctional Officer, Sheriff's Department – Jail Division at \$23.10, Pay Grade DC04, Step S14B effective 09-15-14; Benjamin A. Plante, Correctional Officer, Sheriff's Department – Jail Division at \$23.10, Pay Grade DC04, S14B effective 09-17-14; Aaron M. Potratz, Jail Supervisor, Sheriff's Department – Jail Division at \$27.39, Pay Grade DC08, Step ST05 effective 10-05-14; Brenda K. Wenzel, Deputy Treasurer, Treasurer's Department at \$15.16, Pay Grade DC03, Step ST02 effective 09-20-14. NON-SCHEDULED INCREASE: None.

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The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:

- a) Disciplinary Actions: Rains informed the Committee that an employee of the Jail was being investigated by another Sheriff's Department and that as the Dodge County Sheriff's Department was starting its own internal investigation the employee chose to voluntarily resign.
- b) Grievances and Arbitrations: Rains informed the Committee that depositions were taken from Eske, Melanie Macdonald, Human Services Supervisor, and himself regarding the Heidi Burden Equal Rights claim. He stated that the depositions were held on August 15, 2014. He stated that the hearing is scheduled for November 14, 2014.

Rains informed the Committee that Eske has scheduled the two (2) grievances from the Sworn Union for the September 2nd meeting.

In the afternoon on September 2nd there will be a meeting to exchange initial proposals for the Sworn Union contract negotiations.

Future Agenda Items:

Rains stated that on August 26, 2014 the ETF board will be meeting to discuss 2015 health insurance premium rates. He is hoping to have those rates for the Committee at the second meeting in September.

Closed Session:

Motion by Frohling, second by Greshay to convene into Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening into closed session is for the purpose of conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiating strategies for collective bargaining. The meeting is closed pursuant to Sections 19.85(1)(e) of the Wisconsin Statutes. A roll call vote was taken. Motion carried by unanimous vote of all members present, at 10:50 a.m.

Open Session:

Motion by Greshay, second by Duchac to reconvene into open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 11:17 a.m.

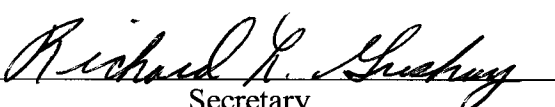

Future Meeting Dates and Times:

The consensus of the Committee is to change the September 16, 2014 meeting date to September 11, 2014 at 3:00 p.m.

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The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **September 2, 2014 at 10:00 a.m. and September 11, 2014 at 3:00 p.m.** in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 11:25 a.m.

	
Secretary	Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

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Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on August 19, 2014 held in the Administration Building, Room 4C.

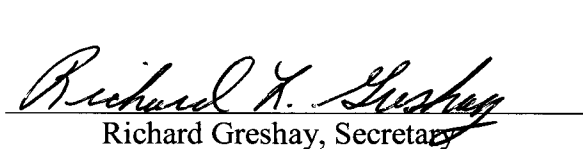
MEMBERS PRESENT: Marsik, Duchac, Frohling, Greshay, and Schmidt

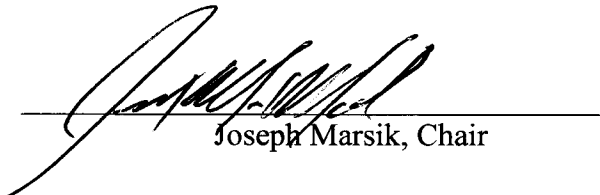
ALSO PRESENT: Joseph Rains, HR Director; Sarah Eske, HR Analyst; James Mielke, County Administrator; Nancy Pirkey, Labor Attorney, Buelow Vetter Buikema Olson & Vliet LLC, via conference call; Scott Smith, Chief Deputy.

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The Committee discussed negotiating strategies for collective bargaining.

Motion by Greshay, second by Duchac to reconvene into open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 11:17 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chair

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